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Approved For Release 2001/05/02 : CIA-RDP83B00823R000700010087-5
UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Administration and Training Staff

DATE: 25 August 1972

FROM : Chief, Security Research Staff

SUBJECT: Internal Management Review of the Office of Security

1. Attached, per your request, are the materials I have assembled in accordance with your internal management review requirements.

2. You will note in Attachment I that I have designated a clerical position for abolishment by 30 June 1973. This is a file, visitor and telephone control position which has been extremely valuable to the functioning of this Staff, and elimination of the position anticipates shifting many of the duties to already overburdened secretarial and professional personnel and increased delays in service to our customers in external liaison and internal inquiries, as well as day-to-day Staff operations.

3. I have not designated a specific position for elimination, if required, for the succeeding Fiscal Year. The specific position to be affected by such action will have to be determined when said reduction becomes imperative and will be based upon the priorities and needs of the Staff at that time. You will note that Attachment I projects a staffing of [REDACTED] following such action.

4. Attachment II addresses itself to management improvement and consideration of possible future transfer or elimination of certain charter functions of this Staff if further slashes in personnel and budget are directed. Attachment III deals with personnel reduction; Attachment IV deals with monetary savings. In Attachment V, I have outlined specific priority efforts by this

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Staff, to the exclusion of day-to-day administration and charter operations maintenance, with a highly accurate measurement of personnel assigned to each of the priority tasks, based on management reporting which I regularly require of my subordinates.

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Attachments:
As stated

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